



Spring 2011 Newsletter

Employee or Contractor?

Don't get caught out!

Significant issues for business owners can result from failing to recognize that a person whom they believe to be a contractor is actually an employee.

Whether a person's role is called "contractor" is irrelevant as far as the law is concerned. Like the old saying goes, "If it looks like a cat, smells like a cat, eats like a cat, then it's probably a cat".

Some questions can help to determine whether the person would be considered to be a contractor or employee, for example:

- Who determines the person's hours and location of work?
- Who specifies the tasks to be completed?
- Can the person choose to delegate their tasks to another person?
- Are they paid on performance basis?
- Do they own their own tools or use yours?
- Are they required to wear your uniform?

Just to confuse you further, there are several different tests as to whether a contractor is deemed to be an employee for the purposes payroll tax, workers' compensation insurance and superannuation!

If a contractor is in fact deemed to be an employee, they should be receiving superannuation, annual leave, sick leave, long service leave and be covered for workers' compensation insurance in accordance with the law.

Contractors may operate as sole proprietors, partnerships, companies or through family trusts.

If you are unsure of the status of your contractors or employees we can assist.

Inside this issue:

<i>Employee or Contractor</i>	1
<i>Feature Client - Autoclinic</i>	2
<i>Cooks' Corner</i>	2
<i>Protect your Business</i>	3
<i>How long since you have had your finance reviewed?</i>	3
<i>Meet our Team Member</i>	4
<i>Large Emails - You Send it</i>	4
<i>Footy Tipping Competition</i>	4

Unit 8B 17 Burgundy St
HEIDELBERG VIC 3084

Phone : 03 9458 5404
Fax : 03 9458 4632

Featured Client - Autoclinic

If you're looking for automotive service and repairs that are fast, professional and reasonably priced, then contact the guys at Autoclinic.

Forget the old days of being ripped off by your mechanic who works out of a dingy garage. The guys at Autoclinic love cars and together with their team of qualified mechanics they will look after yours. Their focus has always been to build great relationships through quality service to their loyal customers.

They

- Offer Vic Roads Licensed Vehicle Testing
- Are a VACC Accredited Automobile Repairer
- Specialise in Brakes and Clutches
- Service all makes and models
- Offer EFI & LPG Tuning and transmission repairs



Call Mark or Glenn to book your car in for a superior service at Autoclinic today on **(03) 9457 5571**
 Located at 132 McEwan Road, Heidelberg Heights.

Website : www.autoclinic.co



Cooks' Corner - Nut Balls

Ingredients

- | | |
|-----------------------|-------------------------------------|
| 1 cup almond meal | 4 tbs honey |
| 1/2 cup hazelnut meal | 2 tbs cocoa powder |
| 1/2 cup almond butter | 1/4 cup shredded coconut (optional) |

Instructions

In a bowl, mix together almond meal, hazelnut meal, almond butter and cocoa powder.

Roll mixture into small balls and if desired, roll them in the shredded coconut.

Keep refrigerated.

Makes 18 - 20 depending on their size.



Protect your Business!

Over the last couple of years we've had several clients lose all their business data without adequate backups. One was through theft, one in the bushfires and one through complete computer hardware failure. The effect of such an event on your business could be catastrophic ... why would you put yourself in that position if it could be easily avoided?

Backing up your files such as your accounting software data is absolutely critical. CD's and DVD's can deteriorate over time so they are not particularly reliable; you could use USB sticks or removable hard drives but you then need to ensure the data backup is moved to another physical location.

PCM is heavily reliant on electronic data. We back up all electronic data daily to special tapes which are taken offsite each night. We have a further safeguard where a "mirror" of our server is regularly taken and stored offsite so we can do a full system restore if the worst should happen.

A brilliant option is to set yourself up a free Yousendit Lite account at www.yousendit.com where you can upload 50 MB of data for free to a secure offsite location. In the event that 50 MB is not enough storage space, Yousendit Pro is only \$49.99 per year for 2 GB of storage.

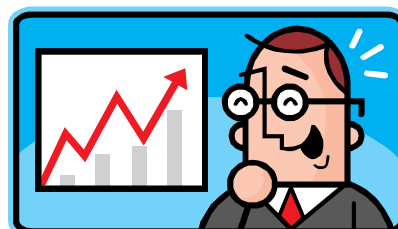
Whichever method you choose, please undertake regular tests to ensure that you are backing up correctly and can actually restore the data from your backups.

Funny Tax Jokes

Q. Who makes the best detective - Sherlock Holmes or a tax accountant?
A. The tax accountant - they make more deductions

Q. What do accountants suffer from that ordinary people don't?
A. Depreciation

Q. How do you know when an accountant is having a mid life crises?
A. He buys a faster calculator



How long since you've had your finance reviewed?

Did you know that you may be able to squeeze a lower rate out of your bank on your home and business loans? Many of us get a home loan which at the time was a good deal, but how does it stack up today? Does your bank still have the best deal, could you get a cheaper rate?

Because there are so many financing options out in the market with which the average consumer can not possibly keep up, it's worth having your financing options reviewed. At PCM we have an excellent Mortgage Broker, Scott Splade, who is a full member of the Mortgage Finance Association of Australia. Scott has access to software which compares all of the best deals in the market place, and may be able to help you improve your position.

We had some clients who recently organised a review of their loans with Scott. After the review they stayed with their existing bank on a significantly cheaper home loan package, which included a very competitive home loan rate and discounted credit cards.

So if you are looking for a better deal, or just to make sure your still on the right track, why not let us know and we will get Scott on the case for you?

Meet our Team Member - Joan Zheng



Joan Zheng has been at PCM Accountants for the past two years as one of our hard working accountants.

Joan moved from China in 2004 and completed her degree in Bachelor of Commerce (Accounting & Finance) and Master of Financial Management at Melbourne Uni and has only one year left to go before she becomes a CPA.

When Joan is not studying she enjoys going out to movies or dinner with friends and is excited about purchasing her first home.

Large Emails - You send it

We have found that sometimes our clients have difficulty sending us emails with huge attachments because they are too large or our spam filtering system blocks them.

We now have an account at www.yousendit.com where you can upload big files easily and quickly.

Simply log on to the following link :

<https://dropbox.yousendit.com/PCM> and upload your file following the instructions on the screen, using the email address clients@pcmaccountants.com.au when prompted.

Once you have uploaded your document we will then receive an email notifying us that there is a file waiting for us to download. Files can be up to 2GB which is HUGE!

We have found this to be an easier and quicker way for our clients to send in their documentation.

If you have any queries, please do not hesitate to contact our office.

Footy Tipping Competition



Another home and away season has come and gone, where did the time go?

Well done to all of our tipsters this year with a pretty close finish at the end.

Congratulations to Here Comes the Blues - Brett Purchase - 1st Place

After a very close competition, Brett has regained the trophy that he won in 2009. The trophy is already in pride of place in his office.

Congratulations to Glenn Matthew - 2nd Place

Came in second by 1 point. Good tipping even whilst overseas for a period of 7 weeks.

Congratulations to Ross Brown - 3rd Place

Only 1 mere point behind 2nd place.



That was how close the competition was at the end. Congratulations to all the tipsters for another great year.